

## Instructions for authenticating the signature on the power of attorney for the receipt of a diploma and diploma supplement by a Polish consul

1. These instructions are intended for graduates who are unable to collect their graduation document from the Medical University of Lodz in person.
2. The authenticity of the graduate's signature on the power of attorney to collect the diploma, the supplement, their copies or duplicates and transcripts may be verified by the Polish consul in the graduate's country of residence.
3. The graduate may confirm the authenticity of the signature under the power of attorney to collect the documents indicated in pt. 2, by a Polish consul acting in the country of residence/stay of the graduate.

In this regard, the graduate shall:

- a. Contact the consulate of his or her choice, which can be found using the search engine at the link below:  
<https://www.gov.pl/web/diplomacy/polands-missions-abroad>

and make an appointment to certify the handwriting of the signature on the power of attorney to receive the document indicated in point. 2 via the form:

<https://secure.e-konsulat.gov.pl/>

The graduate should follow the instructions indicated on the form and find out in advance of the visit which documents the consul will require from him/her.

- b. The graduate should notify the Administrative Center for Studies in English of Medical University of Lodz e-mail to the address: ....., no less than 7/14 days before the date of the visit to the Polish consulate, about:
  - Date of visit to the consulate
  - The consular post of his/her choice
  - The person of the proxy, together with an indication of personal details and the document that will be used by the proxy to prove identity.
  - Send the completed power of attorney form.
- c. On the basis of the information provided by the graduate, the Administrative Center for Studies in English of Medical University of Lodz will send a request to the consular post to certify the graduate's signature on the power of attorney document.
- d. The graduate shall go to the Polish consulate on the appointed date to have the signature on the power of attorney he/she has given certified.
- e. The power of attorney document with a signature certified by the consul should be sent in the original to the the person of the proxy.

- f. In order to collect the documents, the graduate should make an appointment with the coordinator of the Administrative Center for Studies in English of Medical University of Lodz and the proxy should have the identity document indicated in the power of attorney to prove his/her identity and the original document of the power of attorney.